



***Bureau of State Laboratory Services***  
***Office of Laboratory Licensure, Certification & Training***

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JANE DEE HULL, GOVERNOR

DATE: August 8, 1995  
SUBJECT: Information Update #15

1. We had a few inquiries regarding Information Update #13, item #13, dated July 6, 1995. This is regarding the acceptance limits for IPC solution in 200.7 (Revision 4.4, May 1994). The IPC solution immediately following calibration must verify that the instrument is within  $\pm 5\%$  of calibration (this hasn't changed from Revision 3.3, April 1991). The subsequent analyses after every tenth sample and at the end of the run must be within 10% of calibration (this criteria has changed from the earlier revision, which had the criteria of  $\pm 5\%$ ).
2. Prabha Acharya recently participated in a review committee for bid proposal responses for the laboratory services. It was noted that some of the laboratories were not providing the necessary information required to assess the bids accurately. If all the laboratories followed a similar format and provided all the requested information, it would make it easier, less time-consuming and bids would be judged fairly by the reviewers. Following are some suggestions for responding to the bids. These suggestions would aid the reviewer in judging the responses fairly.
  - A. Responses should be customized to suit the format given in the bid.
  - B. In responding to the qualification of the staff, the following information is necessary; degree/degrees received and the number of years of related work experience for key personnel, total number of employees in each facility if there is more than one involved in the project, number of employees in each section or program. This information would help the reviewer in assessing the lab's capacity to handle the emergency and routine work associated with the bid.
  - C. In describing the laboratory's capacity to perform the analyses, the information regarding the maximum capacity to handle each analysis in terms of samples per a unit of time (for example 10 samples for 502.2 per day), can be provided in a tabular form. The lab's turn-around-time for both routine and emergency analyses can also be given in a tabular form, keeping in mind the lab's maximum capacity.
  - D. If the labs have branches in several locations, specify which lab will be responsible for coordinating the project, the name and the location for each lab involved in the project, the licensing and the certification information for each of these labs and also a copy of the official Arizona state license and the certified parameters.
  - E. While responding to the work history regarding the experience in the different projects, specify the extent of the project; the number of tests performed in each category for that project in a given time frame and the length of the project.

- F. For an out-of-state lab or a sub-contracted lab, indicate what arrangements can be made regarding the transportation of samples and if transportation is offered free of cost or if there is a surcharge.
  - G. Indication of the tests that are being sub-contracted and the necessary information about the sub-contracted lab.
  - H. The pricing information should be separated into different matrices; drinking water, waste water, hazardous waste and air.
  - I. The Proposal document should be placed in some kind of a binder with a table of contents and each section of the document labelled for easy reference.
  - J. The document should be inspected at the end to make sure that all the necessary attachments are included.
  - K. The reviewer will try to be as objective as possible and this normally means trying to establish a grading scale for each part of the proposal. If all the needed information is not provided, it will lower the laboratory's overall grade. The reviewer must rely on the information provided in the packet for grading purposes.
3. The Technical Resources and Training Office is scheduling a FREE half a day OSHA Safety refresher program. This will be held on September 15, 1995 from 9:00 - Noon and is being presented by the ADOSH office. This will be held in the Training Room at 3443 North Central, 8th floor.

This safety refresher will cover the following:

How to develop a laboratory specific Chemical Hygiene Plan  
Responsibilities of a Safety Officer  
Information about Material Safety Data Sheets  
Employee Training and Information

This training is being provided for QA Officers, Laboratory Managers, Safety Officers or person/s responsible for safety in the laboratory. Spaces are reserved for 35 persons. Please call Cristy Finan at (602) 255-3454 to register.

4. If you have any questions regarding the Updates, please call Prabha Acharya, Program Manager, Technical Resources and Training, at the above numbers.

*THIS MESSAGE AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST, BY CONTACTING: Wesley Press AT (602) 542-0357*

*The ARIZONA DEPARTMENT of HEALTH SERVICES does not discriminate on the basis of disability in administration of its programs and services as prescribed by Title II of the Americans with Disability Act of 1990 and Section 504 of the Rehabilitation Act of 1973.*